

Sample Resume and Cover Sheet

Job Number: _____

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Name: _____

Address: _____

Home Telephone: _____ Cell Phone: _____

Email address: _____

College/University: _____

Major: _____

Total Credits Earned: _____ (semester) _____ (quarterly)

Number of Credits in Progress: _____ (semester) _____ (quarterly)

Class: _____

Freshman

Sophomore

Junior

Senior

Graduate Student

Expected Graduation Date: _____

Work Experience

Position title: _____

From/To: _____

Employer's Name: _____

Employer's address: _____

Supervisor's name and phone number: _____

Position title: _____

From/To: _____

Employer's Name: _____

Employer's address: _____

Supervisor's name and phone number: _____

Position title: _____

From/To: _____

Employer's Name: _____

Employer's address: _____

Supervisor's name and phone number: _____

Position title: _____

From/To: _____

Employer's Name: _____

Employer's address: _____

Supervisor's name and phone number: _____

Please Note: References will be contacted

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General Information

Are you a U.S. Citizen? YES ____ NO ____

Do you claim veteran's preference? YES ____ NO ____

If you checked "yes" to veteran's preference, you must attach a copy of your DD-214.

Signature _____ Date _____

(Original signature required for each resume cover sheet submitted)

Agency Use Only:	
Date Received: _____	Grade: _____
Date Selected: _____	Number of Applications: _____